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DIARY NOTES

DD/S [REDACTED]

12 December 1960

1. Due to the heavy snow and the fact that Federal employees generally were excused from duty, normal business was very light. Emmett Echols telephoned me around 7:00 a.m. to tell me about Federal employees being excused and to say that he would notify the other Deputy Directors in accordance with our normal procedures as prescribed in Notice [REDACTED]. Around 7:45 a.m. I received a call from the Director who obviously was unaware that we had any standard operating procedure and was concerned particularly from the public relations angle that the impression might get around that CIA was closed up. I assured him that this would not be the case inasmuch as each Deputy Director was responsible for having sufficient numbers of people on duty to carry out our essential functions and that they had been notified to this effect. He was unhappy that he had not been notified personally. (I learned later that Emmett had tried to telephone the Director who did not answer his telephone---the Director confirmed that he had heard the telephone ringing but by the time he had answered it whoever was calling was no longer there.) After the Director arrived at the office he read the Notice and was satisfied with it; however, he asked me to draft a revision which would emphasize that CIA never closed up completely regardless of any emergency. This I did without delay and delivered a proposed revision to him at the Deputies' Meeting.

2. Still in connection with the traffic emergency, the Director said that he would prefer to be called at home on the CIA switchboard, [REDACTED]. He also said that if it was not too expensive he would like a number of other key officials to have this arrangement and I undertook to find out what it would cost.

3. At the Deputies' Meeting [REDACTED] raised the question of what force we would have on duty on the Saturday before Christmas and the Saturday before New Years. It was decided that we would have a "normal" Saturday force.

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4. Jim Garrison telephoned to request permission to employ [REDACTED], a retired Navy officer, at \$50 a day plus expenses for use on a special job in connection with Project JMARC. I approved.

[REDACTED]

6. [REDACTED] buzzed me to say that the Director was interested in the possibility of promoting Stan Grogan. I agreed to look into the situation insofar as vacancies are concerned and to report back to Jack.

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25X1A 7. At the Deputies' Meeting which we had at 12:15 p.m. along with a sandwich and a cup of coffee for lunch, the Director advised us that [REDACTED] was going to be the focal point [REDACTED] for matters concerning Project JMARC. 25X1A

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